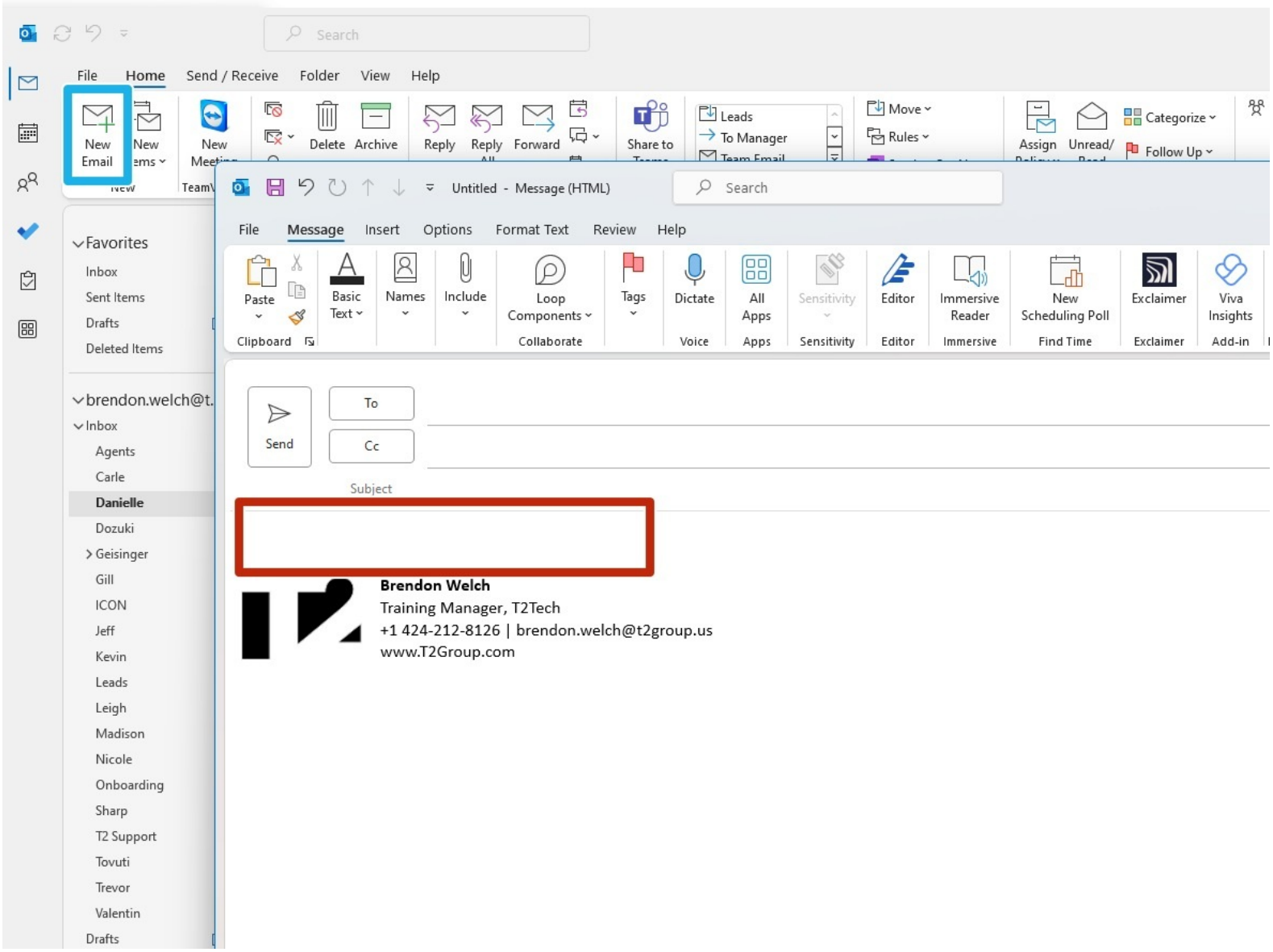
"Classic" Outlook - Adding a Signature to an Email

Written By: Brendon Welch

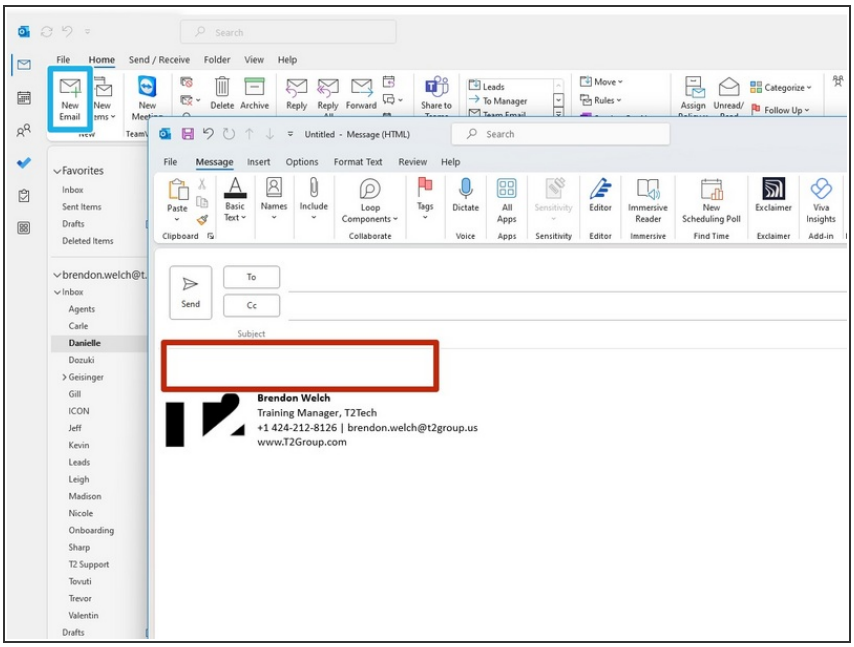


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INTRODUCTION

T2 Group uses Exclaimer to auto insert your signature. If you work with different organizations within T2, this guide will show you how to change your signature based on whichever organization you need to be affiliated.

Step 1 — "Classic" Outlook - Adding a Signature to an Email



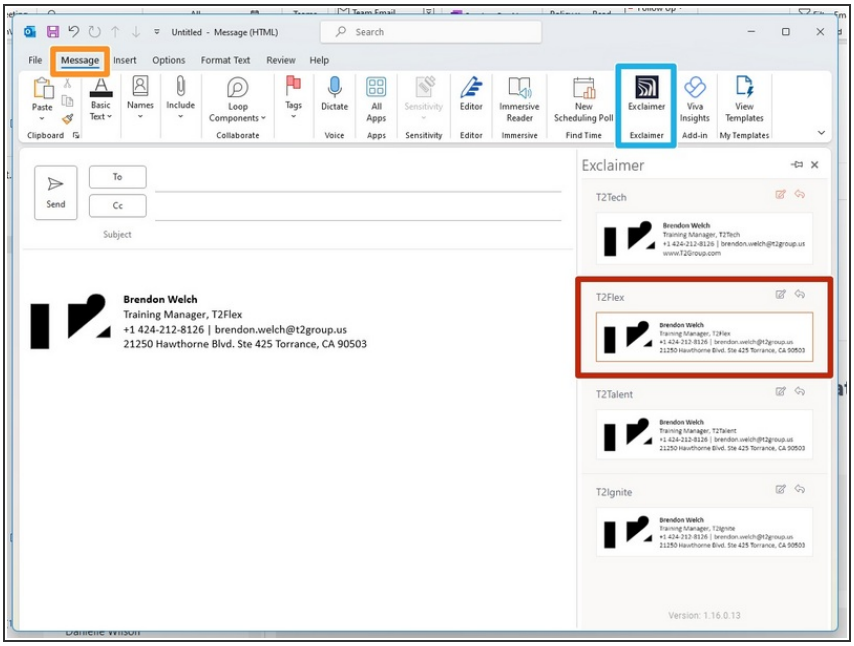
To compose a new email:

- Click **New email**

Your signature will be automatically added to your email once you start composing.

- Start **Composing your email**

Step 2



To change your signature to a different organization:

- Go to **Message**
- Click the **Exclaimer icon**
- Select the desired **Signature**